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To Be Sent Via Electronic Mail

October 1, 2003

MINNESOTA BULLETIN NO. 250-4-1

SUBJECT: FNM – WebTCAS Direct Charge

Purpose. To provide guidance for "Direct Charge" in WebTCAS

Expiration Date. September 30, 2004

A major undertaking to increase accountability involves a revision of WebTCAS and a budgeting change to a **Direct Charge** accounting system. This change is effective starting with the first full pay period of FY2004 (Pay Period 20 starts October 5th). Pay Period 19 Time and Attendance *transmittals* must be completed by COB October 7, therefore, **employees are directed to complete timesheets by COB on October 6** so that timekeepers have time to verify timesheets and resolve any issues that may arise. After that WebTCAS will be shut down October 8 and 9, and will be unavailable to users until October 10 when the new system will be brought on-line with new reporting definitions, program codes and modifiers. Each Area Office will schedule revised WebTCAS training for their employees prior to October 15 to explain the changes to the system.

In the Direct Charge system the employee-entered data in WebTCAS is directly loaded into the Federal Financial Information System (FFIS). To insure that the Direct Charge system works properly **every employee must follow the new policy and definitions for charging their time**. Employees must charge their time to the program being worked. The revised WebTCAS recognizes two types of employees -- general service employees and performance employees. General service employees include the State Conservationist, ASTCs, administrative and computer staff. Most employees, including all field staff are performance employees. At the start of each fiscal year every performance employee will be allocated a specific number of hours which will be tied to the assistance they provide for specific programs. Employees and their supervisors are responsible to insure that the total hours worked exactly matches the hours allocated. Employees that exhaust their allocated hours for a specific program will discontinue all work for that program unless a revised allocation is made.

The power point/training session held on Thursday, September 25 is available on-line. Go to https://www.mymeetings.com/nc/join.php?i=PH7299154&p=TRAINING&t=r
There you can view materials related to the Direct Charge system.

Other related materials may be found at http://my.nrcs.usda.gov . Login with the same user ID and password as WebTCAS, then go to the Accountability tab. Under the WebTCAS/Direct Charge Tab you will find FY2004 Program Activity Modifier Definitions (09-30-2003), WebTCAS Activities FY2004 versus FY2003 (09-15-2003) , and WebTCAS Questions and Answers (09-30-2003). If you have any problems printing these materials, go to the WebTCAS home page, under Quick Access, click on Program Descriptions. This should take you to the same documents as *my.nrcs*. If you have questions, please contact Rhonda Osterman by email at rhonda.osterman@mn.usda.gov or Tessa Garcia at tessa.garcia@mn.usda.gov.

WILLIAM HUNT
State Conservationist

DIST: AE

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hand-in-hand with the American people to conserve
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